



To: Jeannine Durkin, Superintendent
From: Billie Jo Turner, Assistant Superintendent
RE: School Committee – Business Office Update
Date: February 4, 2019

The following are the finance and operations updates from the Business Office:

Budget

The transfer request document reflects the budget adjustments presented to date. This was a very complex project due to many difficulties encountered. Column 14 (See Attachment 1) on the attached updated Recommended Revised Budget shows the General Fund Column 10 Less the original General Fund Column 5. This shows the \$1,149,211 that impacts our Munis budget. Column 15 shows the overall Total Budget change which now equals \$753,785 which is a net of increasing the underfunded accounts along with the purposeful reductions to close the gap.

1. **Budgets should be built with real dollars.** This budget was built with funding sources that are “offsets” rather than real dollars. If one line item is \$1,000 but only has \$500 to fund it and the other \$500 is in “offsets,” we can only enter the \$500 in real dollars. So, the total Munis budget will reflect the total in Column 10 (General Fund) on the attached budget document. This General Fund balance will be in Munis. The remaining amounts found in Columns 11 and 12 will consist of grants and other offsets.
2. The **Emergency Relief grant** is listed as additional revenue on all of the reconciliations. Yet it is not really FY19 revenue. The grant was given to us in FY19 but treated by the government as an FY18 grant. So, to avoid these funds being tunneled to the City’s free cash, we worked with Jay Sullivan and state auditors to backdate to the FY18 year and move the Out of District tuition costs from the Circuit Breaker line to hit the FY18 grant instead. This backdated entry spent the FY18 grant funds and freed up the Circuit Breaker money which will now be available in FY19 to cover this year’s out of district tuition. Thus, what is listed as revenue on past reconciliations is now shown as a reduction on the OOD tuition line since the Circuit Breaker revolving account will cover these costs.
3. Since we are more than half way through the year, some of the accounts that we wanted to reduce **have already been spent** since the last presentation. So, we needed to adjust the reductions to the available amount in Munis. This is why it is important to approve the transfers and move the money before the dollars are spent.

4. Other complications include the problems with the budget document not matching Munis and other unreconciled issues. For instance, the Caseworker for the Bridge was listed as a reduction on my transfer list. However, I soon learned that the Social Worker –Bridge position listed under 2100 Principal page was in Munis budget as an Assistant Principal yet charged in payroll to the Caseworker for the Bridge line. So, I could not move money from the SW-Bridge line since it was never put in there and I could not take money from the Caseworker line since the SW Bridge person was being charged to this line. This is just one example of how complicated each entry is with correcting the budget.
5. The additional \$1,149,211 in Chapter 70 funds were deposited into the Suspense account in the General Fund so the transfer includes movement of these funds to other lines.
6. The Hurricane Relief funds were also listed as revenue on my previous reconciliations. Now that we are finalizing the budget revisions, I moved the identified covered costs from the General Fund line to the grant line since we cannot mix grant revenue in the General Fund.

Projections

Below you will find the updated projection for each of the high risk accounts:

1. Sick Leave Buy Back

At the last meeting, we had paid sick leave buy outs to 24 employees totaling \$447,000. There were 22 employees who gave their official notice of retirement which would equate to a potential liability of \$730,000 based on the number of days available for each. The YTD paid out has now increased to 25 employees costing \$453,000. The number of official notices has increased to 27 with a potential liability of \$927,000. This updated figure would cost the Sick Leave Buy Back account \$1,380,027 if the employees did not use sick time prior to retirement. This is \$280,027 more than the revised budget. At this time I would not suggest any action since 1) they may use/donate their time and this liability would be reduced and 2) we will do what the original plan was and reluctantly pay some of the buyouts in July if necessary.

2. Transportation

We still anticipate staying within our modified budget despite significant increases to student counts. Since the last presented data, we have increased by 23 homeless students. We have minimized the impact by cost sharing on existing routes with NRT. The in-district special education count has increased by 30 students. Pride Star has worked with our Transportation Director to add these students to existing routes as well. There also 8 additional students in out of district transportation counts. The cost impact to homeless students will bring the costs above our budget figure. However, based on historical data, we anticipate a 33% reimbursement to homeless transportation which would keep us within budget still (based on the numbers provided today).

3. Out of District Tuition

Three additional students were added which would cost us nearly \$100,000 more than planned despite the rates being pro-rated. However, other costs that were expected to increase did not occur yet. We will continue to keep you updated monthly so that we can know as soon as possible if this account looks as though it will be overspent.

Human Resources

Attached is the memo (Attachment 2) regarding the HR Recruitment firm quote request. Please note that if we choose the lowest bidder now, the earliest start day would still be around April. The tentative schedule of activities would be as follows:

- Meet with selected company (February 7-8)
- Analysis and approval of job description (February 11 – 13)
- Search and outreach begins (February 14th – March 1)
- Interviews (1st two weeks in March)
- Final interviews (2nd or third week in March)
- Offer and negotiations (Final weeks of March)
- Selected Candidate would still have to give notice to current employer

Since we have a very expensive accounting system that offers all of the suggested functions listed in the HR Audit report, we have scheduled a Munis- Investment Analysis review and report. Munis will meet with me to learn all that we currently use and compare it to the functions currently paid for and available to us. For instance, Munis already offers the HR function of posting jobs, approval, online applications for applicants, summaries sent to hiring managers, offer letters, rejection letters, etc. This would help us immensely since we won't have to pay for systems we already have in addition to not having the delays of research, implementation, and training on a new system, etc. Also, this online applicant system would solve issues we currently face by tracking information on applicants such as diversity and other key criteria. A full report will be included on all areas of needed upgrade and the availability with our current system.

Process Improvements

Going Paperless – The City went entirely paperless in 2016. We have offered electronic paystubs and direct deposit but not have made the full switch to paperless. Our Attorney has met with the unions so that we could proceed with a full conversion. We will send out our first notice to staff after we report it to the School Committee.

Retirement -We have increased communication resulting in early notice of retirees. By sending a summarized retirement application process (See Attachment 3) emphasizing how long it takes, we have been notified by many. We now have a running projection of how much to expect with buyouts and assistance with more accurate salary forecasts for future budgets. In addition, due to high demand, we are conducting our first Retirement Workshop for this year on February 20th. There are more registered than on the retirement list so the interest is high. We have asked the City Hall HR Director to join us to offer one stop shopping for our staff.

Lowell Public Schools
Recommended Revised Budget
FY2018-2019

	4	5	6	7	8	9	10	11	12	13	14	15	16
	FY 2019 General Fund Level Service	FY 2019 General Fund Including Changes	Revolving Funds/Grant Funds	FY 2019 Total Budget Level	FY 2019 Total Proposed Budget	FY19 FTE	FY 2019 General Fund Revised	Approved Grants	Allowed Offsets	Total Budget	General Fund Transfers	Total Budget Change	Total Offset Change
GF = General Fund													
1100: School Committee Personnel													
School Committee Member- Stipends	\$72,000	\$72,000	\$0	\$72,000	\$72,000		\$72,000	\$0	\$0	\$72,000	\$0	\$0	\$0
School Committee Secretary	\$20,000	\$20,000	\$0	\$20,000	\$20,000		\$20,000	\$0	\$0	\$20,000	\$0	\$0	\$0
Total Personnel:	\$92,000	\$92,000	\$0	\$92,000	\$92,000		\$92,000	\$0	\$0	\$92,000	\$0	\$0	\$0
Expenses													
Memberships	\$5,340	\$5,340	\$0	\$5,340	\$5,340		\$5,340	\$0	\$0	\$5,340	\$0	\$0	\$0
Subscriptions	\$2,450	\$2,450	\$0	\$2,450	\$2,450		\$2,450	\$0	\$0	\$2,450	\$0	\$0	\$0
Supplies	\$3,500	\$3,500	\$0	\$3,500	\$3,500		\$3,500	\$0	\$0	\$3,500	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Non-Personnel:	\$11,290	\$11,290	\$0	\$11,290	\$11,290		\$11,290	\$0	\$0	\$11,290	\$0	\$0	\$0

Original Notes:
a. School Committee compensation has increased from \$6,000 to \$12,000 as of January 1, 2018.

	4	5	6	7	8	9	10	11	12	13	14	15	16
	FY 2019 General Fund Level Service	FY 2019 General Fund Including Changes	Revolving Funds/Grant Funds	FY 2019 Total Budget Level	FY 2019 Total Proposed Budget	FY19 FTE	FY 2019 General Fund Revised	Approved Grants	Allowed Offsets	Total Budget	General Fund Transfers	Total Budget Change	Total Offset Change
1200: Superintendent Personnel													
Superintendent of Schools	\$199,225	\$199,225	\$0	\$199,225	\$199,225	1	\$110,000	\$0	\$0	\$110,000	-\$89,225	-\$89,225	\$0
Deputy Supt. of Student Support Services	\$157,075	\$157,075	\$0	\$157,075	\$157,075	1	\$157,075	\$0	\$0	\$157,075	\$0	\$0	\$0
Asst. Supt. of Curriculum & Instruction	\$154,500	\$154,500	\$0	\$154,500	\$154,500	1	\$154,500	\$0	\$0	\$154,500	\$0	\$0	\$0
Asst. Supt. For Finance/Operations	\$146,775	\$146,775	\$7,725	\$154,500	\$154,500	1	\$154,500	\$0	\$0	\$154,500	\$7,725	\$0	\$7,725
Interim Coverage	\$0	\$0	\$0	\$0	\$0		\$36,933	\$0	\$0	\$36,933	\$36,933	\$36,933	\$0
Deputy Supt. Differential	\$0	\$0	\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Director of HR	\$87,476	\$87,476	\$8,000	\$95,476	\$95,476	1	\$67,000	\$0	\$0	\$67,000	-\$20,476	-\$20,476	\$8,000
Food Service Offset													
Total Personnel:	\$745,051	\$745,051	\$15,725	\$760,776	\$760,776	5	\$680,008	\$0	\$0	\$680,008	-\$80,768	-\$80,768	\$15,725

Non-Personnel

	4	5	6	7	8	9	10	11	12	13	14	15	16
	FY 2019 General Fund Level Service	FY 2019 General Fund Including Changes	Revolving Funds/Grant Funds	FY 2019 Total Budget Level	FY 2019 Total Proposed Budget	FY19 FTE	FY 2019 General Fund Revised	Approved Grants	Allowed Offsets	Total Budget	General Fund Transfers	Total Budget Change	Total Offset Change
Advertising	\$15,000	\$15,000	\$0	\$15,000	\$15,000		\$5,000	\$0	\$0	\$5,000	-\$10,000	-\$10,000	\$0
Contracted Services (District-Wide)	\$23,000	\$23,000	\$0	\$23,000	\$23,000		\$23,000	\$0	\$0	\$23,000	\$0	\$0	\$0
Expenses	\$9,500	\$9,500	\$0	\$9,500	\$9,500		\$2,499	\$0	\$0	\$2,499	-\$7,001	-\$7,001	\$0
Memberships	\$10,500	\$10,500	\$0	\$10,500	\$10,500		\$10,500	\$0	\$0	\$10,500	\$0	\$0	\$0
In-State Travel (District-Wide)	\$31,000	\$31,000	\$0	\$31,000	\$31,000		\$31,000	\$0	\$0	\$31,000	\$0	\$0	\$0
Supplies	\$13,500	\$3,500	\$0	\$13,500	\$3,500		\$3,500	\$0	\$0	\$3,500	\$0	\$0	\$0
Total Non-Personnel:	\$102,500	\$92,500	\$0	\$102,500	\$92,500		\$75,499	\$0	\$0	\$75,499	-\$17,001	-\$17,001	\$0

Original Notes:
a. The Assistant Superintendent's salary was \$140,000 in FY 2017. It was prorated to the time she started in the position.
c. In the spring of 2018, there was a personnel change in the position of Director of HR. The Acting Director of HR is being paid and charged to her Principal salary account.

MODIFIED: We removed minor offsets to Food Service to abide by the limits and to simplify the budget.
MODIFIED: Added a budget line for Interim Coverage for the transitional costs and removed the offsets to administrative salaries.
MODIFIED: Adjusted Superintendent line due to transition and reduced expense accounts due to budget constraints.
MODIFIED: Includes Director of HR final salary plus partial year salary for new person.

	4	5	6	7	8	9	10	11	12	13	14	15	16
	FY 2019 General Fund Level Service	FY 2019 General Fund Including Changes	Revolving Funds/Grant Funds	FY 2019 Total Budget Level	FY 2019 Total Proposed Budget	FY19 FTE	FY 2019 General Fund Revised	Approved Grants	Allowed Offsets	Total Budget	General Fund Transfers	Total Budget Change	Total Offset Change
1400: Finance and Administrative Services Personnel													
Assistant Business Manager	\$95,000	\$95,000	\$4,500	\$99,500	\$99,500	1	\$87,500	\$0	\$0	\$87,500	-\$12,000	-\$12,000	\$4,500
Assistant HR Director	\$0	\$83,240	\$0	\$83,240	\$83,240	1	\$38,831	\$0	\$0	\$38,831	-\$44,409	-\$44,409	\$0
Internal Auditor	\$31,182	\$31,182	\$31,182	\$62,364	\$62,364	1	\$31,182	\$31,182	\$0	\$62,364	\$0	\$0	\$0
Grants Manager	\$0	\$0	\$71,407	\$71,407	\$71,407	1	\$0	\$71,407	\$0	\$71,407	\$0	\$0	\$0
TOTAL:	\$847,551	\$837,551	\$15,725	\$863,276	\$853,276	5	\$755,507	\$0	\$0	\$755,507	-\$82,044	-\$97,769	\$15,725

Academic Chair - English	\$113,721	\$113,721	\$0	\$113,721	\$113,721	1	\$0	\$113,721	\$0	\$0	\$113,721	\$0	\$0
Academic Chair - Fine Arts - LHS	\$119,076	\$119,076	\$0	\$119,076	\$119,076	1	\$0	\$119,076	\$0	\$0	\$119,076	\$0	\$0
Academic Chair - Mathematics	\$106,928	\$106,928	\$0	\$106,928	\$106,928	1	\$0	\$106,928	\$0	\$0	\$106,928	\$0	\$0
Academic Chair - Physical Education - LHS	\$58,835	\$58,835	\$0	\$58,835	\$58,835	1	\$0	\$58,835	\$0	\$0	\$58,835	\$0	\$0
Academic Chair - Science - LHS	\$113,721	\$113,721	\$0	\$113,721	\$113,721	1	\$0	\$113,721	\$0	\$0	\$113,721	\$0	\$0
Academic Chair - Social Studies - LHS	\$110,675	\$110,675	\$0	\$110,675	\$110,675	1	\$0	\$110,675	\$0	\$0	\$110,675	\$0	\$0
Academic Chair - Special Education - LHS	\$104,600	\$104,600	\$0	\$104,600	\$104,600	1	\$0	\$104,600	\$0	\$0	\$104,600	\$0	\$0
Academic Chair - World Language - LHS	\$111,831	\$111,831	\$0	\$111,831	\$111,831	1	\$0	\$111,831	\$0	\$0	\$111,831	\$0	\$0
Director of Special Education	\$131,084	\$131,084	\$0	\$131,084	\$131,084	1	\$0	\$131,084	\$0	\$0	\$131,084	\$0	\$0
Assistant Director of Special Education	\$0	\$0	\$107,799	\$107,799	\$107,799	1	\$0	\$107,799	\$0	\$0	\$107,799	\$0	\$0
Coordinator of Mathematics	\$109,287	\$109,287	\$0	\$109,287	\$109,287	1	\$0	\$109,287	\$0	\$0	\$109,287	\$0	\$0
Coordinator of English Language Arts	\$103,227	\$103,227	\$0	\$103,227	\$103,227	1	\$0	\$103,227	\$0	\$0	\$103,227	\$0	\$0
Coordinator of Science	\$110,443	\$110,443	\$0	\$110,443	\$110,443	1	\$0	\$110,443	\$0	\$0	\$110,443	\$0	\$0
Coordinator of Special Programs	\$0	\$0	\$112,319	\$112,319	\$112,319	1	\$0	\$112,319	\$0	\$0	\$112,319	\$0	\$0
Coordinator Research, Testing & Assessment	\$112,319	\$112,319	\$0	\$112,319	\$112,319	1	\$0	\$112,319	\$0	\$0	\$112,319	\$0	\$0
Director of Accountability	\$0	\$0	\$127,227	\$127,227	\$127,227	1	\$0	\$127,227	\$0	\$0	\$127,227	\$0	\$0
Total Personnel:	\$1,744,695	\$1,629,696	\$347,345	\$2,092,040	\$1,977,041	17		\$1,629,696	\$347,345	\$0	\$1,977,041	\$0	\$0

Original Notes:
 *The position of Director of Curriculum & Instruction at the High School will be eliminated for 2018-19. The duties will be picked up by the Head of School and the Assistant Superintendent of Curriculum, Instruction & Assessment.
 *In 2018-19, grant funded positions are included to reflect all of the positions in one document.
MODIFIED: Please note that the Director of Accountability is serving as a fill in Principal currently.

2100: Principals	\$1,744,695	\$1,629,696	\$347,345	\$2,092,040	\$1,977,041	17		\$1,629,696	\$347,345	\$0	\$1,977,041	\$0	\$0
Head of School	\$145,670	\$145,670	\$0	\$145,670	\$145,670	1	\$0	\$145,670	\$0	\$0	\$145,670	\$0	\$0
House Deans - LHS	\$468,671	\$468,671	\$0	\$468,671	\$468,671	4	\$0	\$468,671	\$0	\$0	\$468,671	\$0	\$0
Director of the Freshman Academy - LHS	\$112,308	\$112,308	\$0	\$112,308	\$112,308	1	\$0	\$112,308	\$0	\$0	\$112,308	\$0	\$0
Student Services Specialist - Freshman Acad.	\$97,821	\$97,821	\$0	\$97,821	\$97,821	1	\$0	\$97,821	\$0	\$0	\$97,821	\$0	\$0
Principals	\$2,633,031	\$2,633,031	\$0	\$2,633,031	\$2,633,031	21	\$0	\$2,633,031	\$0	\$0	\$2,633,031	\$0	\$0
Assistant Principals	\$2,141,244	\$2,141,244	\$0	\$2,141,244	\$2,141,244	20	\$0	\$2,141,244	\$0	\$0	\$2,141,244	\$0	\$0
Alternative School Principal - Cardinal	\$123,160	\$123,160	\$0	\$123,160	\$123,160	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alternative School Coordinator - Laura Lee	\$100,576	\$100,576	\$0	\$100,576	\$100,576	1	\$0	\$100,576	\$0	\$0	\$100,576	\$0	\$0
Alternative School Principal - Career Academy	\$113,996	\$113,996	\$0	\$113,996	\$113,996	1	\$0	\$113,996	\$0	\$0	\$113,996	\$0	\$0
Alternative School Coordinator - CSA Day School	\$112,283	\$112,283	\$0	\$112,283	\$112,283	1	\$0	\$112,283	\$0	\$0	\$112,283	\$0	\$0
Alternative School Coordinator - Leblanc	\$0	\$0	\$106,257	\$106,257	\$106,257	1	\$0	\$106,257	\$0	\$0	\$106,257	\$0	\$0
Alternative School Principal - BRIDGE	\$117,205	\$117,205	\$0	\$117,205	\$117,205	1	\$0	\$117,205	\$0	\$0	\$117,205	\$0	\$0
Social Worker - BRIDGE	\$87,597	\$87,597	\$0	\$87,597	\$87,597	1	\$0	\$87,597	\$0	\$0	\$87,597	\$0	\$0
Community Schools Program Manager	\$0	\$0	\$83,240	\$83,240	\$83,240	1	\$0	\$83,240	\$0	\$0	\$83,240	\$0	\$0
Director of Alternative Education	\$0	\$0	\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Title I Director	\$118,879	\$29,720	\$0	\$118,879	\$29,720	0	\$0	\$29,720	\$0	\$0	\$29,720	\$0	\$0
School Clerks	\$1,724,255	\$1,638,097	\$48,180	\$1,772,435	\$1,638,097	38	\$0	\$1,638,097	\$48,180	\$0	\$1,686,277	\$0	\$0
Bursar/Financial Specialist - LHS	\$48,225	\$48,225	\$0	\$48,225	\$48,225	1	\$0	\$48,225	\$0	\$0	\$48,225	\$0	\$0
Principal Merit Increases	\$0	\$0	\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Personnel:	\$8,144,921	\$7,951,444	\$237,677	\$8,382,598	\$8,189,121	94		\$8,001,724	\$267,597	\$0	\$8,269,121	\$0	\$0

Original Notes:
 *One new Assistant Principal will be added for the Rogers STEM Academy to account for the newly added classes. The Rogers STEM Academy will have the largest school enrollment after the High School.
 *The Leblanc Coordinator is paid from grant funds.
 *Title I Director is out as of September 30, 2018, because of the reduction in Title I funding. These duties will be compensated by a stipend to an existing staff position or by hiring a part-time consultant.
 *Two clerical staff from the high school are reduced. One additional clerk is paid through grant funds.
MODIFIED: Moved the salary for the outgoing Title I Director to hit the grant rather than local funds.
MODIFIED: The School clerks were increased to account for retro pay and union negotiated vacation buy out that was not included in the original budget.
MODIFIED: Moved the Principal Merit from Principals to the Principal Merit line.

2300: Regular Education Instruction Classroom	\$8,144,921	\$7,951,444	\$237,677	\$8,382,598	\$8,189,121	94		\$8,001,724	\$267,597	\$0	\$8,269,121	\$0	\$0
Pre-K Teachers	\$1,776,419	\$1,857,800	\$0	\$1,776,419	\$1,857,800	23	\$0	\$1,857,800	\$0	\$0	\$1,857,800	\$0	\$0
Elementary Classroom Teachers	\$20,552,891	\$20,612,891	\$0	\$20,552,891	\$20,612,891	266	\$0	\$20,612,891	\$0	\$0	\$20,612,891	\$0	\$0
English Language Learner Teachers	\$4,530,363	\$4,530,363	\$0	\$4,530,363	\$4,530,363	88	\$0	\$4,530,363	\$0	\$0	\$4,530,363	\$0	\$0
Middle School Teachers	\$6,714,632	\$6,594,632	\$0	\$6,714,632	\$6,594,632	58	\$0	\$6,594,632	\$0	\$0	\$6,594,632	\$0	\$0
Mathematics Teachers	\$6,314,922	\$6,129,218	\$0	\$6,314,922	\$6,129,218	80	\$0	\$6,129,218	\$0	\$0	\$6,129,218	\$0	\$0
Science Teachers	\$3,810,392	\$3,810,392	\$0	\$3,810,392	\$3,810,392	50	\$0	\$3,810,392	\$0	\$0	\$3,810,392	\$0	\$0
Social Studies Teachers	\$3,444,055	\$3,444,055	\$0	\$3,444,055	\$3,444,055	43	\$0	\$3,444,055	\$0	\$0	\$3,444,055	\$0	\$0
English Teachers	\$6,599,240	\$6,239,240	\$0	\$6,599,240	\$6,239,240	77	\$0	\$6,239,240	\$0	\$0	\$6,239,240	\$0	\$0
Foreign Language Teachers	\$1,388,479	\$1,388,479	\$0	\$1,388,479	\$1,388,479	17	\$0	\$1,388,479	\$0	\$0	\$1,388,479	\$0	\$0
Business Education Teachers	\$413,319	\$413,319	\$0	\$413,319	\$413,319	5	\$0	\$413,319	\$0	\$0	\$413,319	\$0	\$0
Total:	\$8,144,921	\$7,951,444	\$237,677	\$8,382,598	\$8,189,121	94		\$8,001,724	\$267,597	\$0	\$8,269,121	\$0	\$0

Personnel										
Teacher Academy Facilitator	\$0	\$90,339	\$90,339	\$90,339	1	\$0	\$90,339	\$0	\$0	\$90,339
Teacher Academy Mentor Stipends - K-8	\$145,000	\$145,000	\$0	\$145,000		\$10,326	\$81,674	\$0	\$0	\$92,000
Teacher Academy Mentor Stipends - LHS	\$30,600	\$30,600	\$0	\$30,600		\$0	\$0	\$0	\$0	\$30,600
Teacher Academy Instructor Stipends	\$65,000	\$65,000	\$0	\$65,000		\$60,000	\$0	\$0	\$0	\$5,000
Teacher Academy Completion Bonus	\$75,000	\$75,000	\$0	\$75,000		\$106,000	\$0	\$0	\$0	\$106,000
Total Personnel:	\$315,600	\$315,600	\$90,339	\$405,939	1	\$190,326	\$172,013	\$0	\$0	\$362,339

Original Notes:
a. This position is paid from a grant.

MODIFIED: Leader completed projection that would result in a savings that could help out with budget shortfall.

Non-Personnel										
Tuition Reimbursement	\$260,000	\$260,000	\$0	\$260,000		\$260,000	\$0	\$0	\$0	\$260,000
Professional Development	\$250,000	\$200,000	\$0	\$250,000		\$160,000	\$0	\$0	\$0	\$160,000
Total Non-Personnel:	\$510,000	\$460,000	\$0	\$510,000		\$420,000	\$0	\$0	\$0	\$420,000

Original Notes:
MODIFIED: Reduced PD by \$40k (\$20k reduced and \$20k covered by grant).

2450: Instructional Technology										
TOTAL:	\$825,600	\$775,600	\$90,339	\$915,939	1	\$610,326	\$172,013	\$0	\$0	\$782,339
Computer Contracted Services - Instructional	\$50,000	\$50,000	\$0	\$50,000		\$50,000	\$0	\$0	\$0	\$50,000
Computer Hardware - Instructional	\$200,000	\$350,000	\$0	\$200,000		\$289,000	\$0	\$0	\$0	\$289,000
Computer Software - Instructional	\$125,000	\$275,000	\$0	\$125,000		\$43,000	\$0	\$0	\$0	\$43,000
Computer Hardware - Lease	\$773,165	\$0	\$0	\$773,165		\$0	\$0	\$0	\$0	\$0
Total Non-Personnel:	\$1,148,165	\$675,000	\$0	\$1,148,165		\$382,000	\$0	\$0	\$0	\$382,000

Original Notes:
a. Historically, the budget has been \$200,000 for computer hardware. In FY 2015-16, there was a budget transfer made to this account at the end of the year which rolled over to 2016-17. Computers are needed for on-line MCAS Testing that is required by FY 2019.
b. The original budget for 2016-17 was \$125,000. The City increased the budget to cover the increase for expenses carried over from the previous year. In 2018-19, the costs of educational testing software added \$200,000 to the budget.
In 2017-18, instructional software was paid in advance during the 2016-17 fiscal year. Funds were transferred into the budget to support purchasing laptop carts.
c. The District is adding 13 computer carts at the elementary schools.
d. The Apple Hardware Lease is fully paid off in 2017-18.

MODIFIED: Reduced the budget to include essential costs only.

2700:2800: Guidance Counselors, Social Workers & Psychologists										
TOTAL:	\$1,148,165	\$675,000	\$0	\$1,148,165		\$382,000	\$0	\$0	\$0	\$382,000
Guidance Counselors	\$1,964,971	\$1,879,971	\$85,000	\$2,049,971	22	\$1,964,971	\$0	\$0	\$0	\$1,964,971
Caseworker for the BRIDGE	\$55,774	\$55,774	\$0	\$55,774	1	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0
Clerk Schedulers - LHS	\$220,969	\$220,969	\$0	\$220,969	5	\$220,969	\$0	\$0	\$0	\$220,969
Social Workers	\$1,061,435	\$1,061,435	\$2,710,023	\$3,771,458	41	\$1,244,075	\$2,527,383	\$0	\$0	\$3,771,458
Psychologists	\$1,269,967	\$1,269,967	\$0	\$1,269,967	13	\$1,269,967	\$0	\$0	\$0	\$1,269,967
Total Personnel:	\$4,573,116	\$4,488,116	\$2,795,023	\$7,368,139	82	\$4,695,982	\$2,527,383	\$0	\$0	\$7,223,365

Original Notes:
a. One Career Center Guidance Counselor will be reduced.

MODIFIED: Reduced the Caseworker for the Bridge position.

MODIFIED: Reduced offset to Social Workers due to grant not covering the offset amount. The Elementary Counseling Grant ended.

MODIFIED: Reassigned Refugee SW to cover retirement at HS; we did not fill the Refugee SW position since it was not included in the original budget.

Non-Personnel										
Guidance Supplies - LHS	\$8,000	\$1,000	\$0	\$8,000		\$1,000	\$0	\$0	\$0	\$1,000
Total Non-Personnel:	\$8,000	\$1,000	\$0	\$8,000		\$1,000	\$0	\$0	\$0	\$1,000

Original Notes:

3100: Family Resource Center & Student Support Services										
TOTAL:	\$4,581,116	\$4,489,116	\$2,795,023	\$7,376,139	82	\$4,700,982	\$2,527,383	\$0	\$0	\$7,228,365
Family Resource Center Coordinator	\$108,834	\$108,834	\$0	\$108,834	1	\$108,834	\$0	\$0	\$0	\$108,834

Original Notes:



HR Director Search Update

To: Jeannine Durkin, Superintendent
From: Billie Jo Turner, Assistant Superintendent
RE: Update on the Search for HR Director (Updated as of 2-1-19)
Date: February 1, 2019

We have been researching multiple avenues in our search for the Human Resources Director per the directive of the School Committee and request of the public. After hearing the concerns at the 1/16/19 meeting from the School Committee and public, it is clear that we all recognize the importance of finding the right person for this role who will both understand the culture of Lowell as an urban gateway city and the importance of aggressively recruiting diversity.

We have done the following thus far:

1. We sought advice from the City Procurement Officer to avoid Ch30b errors due to requesting quotes for a service with unknown costs. Despite estimating that this cost may be less than \$10,000, we still chose to request quotes despite the time constraints. The CPO recommended that we reach out to the City HR Department for guidance on who they use for high level searches. The City uses MMA, SHRM, School Spring, City of Lowell Website, Indeed, MASPA, NEMNET, colleges and social media.
2. If costs are between \$10,000 and \$50,000, we are required to request at least three quotes. We requested quotes from eleven search firms including:
 - Robert Half
 - Ray Associates
 - K-12 Recruitment Group
 - MASPA
 - MASC
 - The Leap Net
 - iHire HR
 - Wilmott Associates
 - Bay State Search
 - Talent Citizen

To date, we received four responses to our requests. They are as follows:

1. The Leap Net – 14% of base salary which equates to \$14,000 of assumed salary
2. Robert Half – 20% of base salary which equates to \$20,000 of assumed salary

Attachment 2

3. Willmott Connecting HR Talent – 25% of base which equates to \$25,000 of assumed salary
4. iHire – monthly advertisement based on number of jobs

I have attached the emailed responses for your review. The lowest quoted price is from a firm that is a “diversity focused” recruiter.

3. We **modified the Job Description** to prepare a draft for the School Committee’s review. We used the HR audit results along with samples from other communities for guidance. This will also be analyzed by the chosen recruitment firm. Please see attached.

Next steps include selecting between the following choices:

- **We could choose the lowest quoted price of \$14,000** which happens to be a minority owned business that is “diversity focused.” The services offered for this fee include job description analysis, recruitment of both passive and active candidates, use of creative sourcing methods including databases, social media/networking, industry associations, groups and affiliations. The proposal points out that they recruit individuals that were not actively looking which broaden our search base. The services also included screening, interview scheduling, debriefing, etc.
- **We could cancel this quote request and conduct the search ourselves** using the methods suggested by the City HR Office.
- We could enter into a more extensive **search** for a recruitment firm using a **Request for Proposal (bid) process** (required by Ch30b for projects in excess of \$50,000) that will require proposed scopes of work along with quoted costs. This would require us securing temporary assistance during our hiring season. This would be costly with time, but would allow for more comparable quotes based on a specified scope of work.

Turner, Billie Jo

From: Bobby Tugbiyele <btugbiyele@theleapnet.com>
Sent: Tuesday, January 29, 2019 2:58 PM
To: Turner, Billie Jo; Durkin, Jeannine
Subject: HR Director Search Quote Response- The Leap Network, LLC

Good afternoon Jeannine and Billie Jo,

Thank you for making time to meet with me yesterday afternoon. I hope it was time well spent and productive on your end. It certainly was for me. As a follow up and ahead of tomorrow's Personnel Subcommittee meeting, I wanted to provide a quote as well as scope of services:

For the recruitment, screening and selection of a new Director of Human Resources for Lowell Public Schools, the quote would be a flat fee of **\$14,000**. Taking into consideration the district's budgetary limitations for Recruiting initiatives, I have significantly discounted the fee for such services from 20% to 7.1% of first year salary. On a theoretical base salary of \$100K, my fee of \$14,000 represents roughly 7.1% of the first year salary. In order to start the Recruitment engagement, 50% (\$7,000) of the fee would be due upfront. The 50% balance (\$7,000) would be **due within 14 business days of offer acceptance** between LPS and prospective HR Director.

Scope of Work to include:

1. Job Description Analysis
2. Compensation Analysis
3. Recruitment of **Passive** (those who are not looking) and **Active** (those who are looking) Candidates
4. Creative Sourcing Methods utilizing, but not limited to: databases, social media, social networking, networking within industry associations, groups and affiliations, etc. The goal is to recruit an individual who is currently working and who is looking for a challenge and opportunity presented by LPS.
5. Initial Phone or Video Screening and corresponding notes
6. Scheduling and Coordination of Interviews
7. Debriefing session(s) with LPS and Candidates post-interview(s)
8. Offer Negotiations
9. If requested by LPS, extension of verbal offer.
10. If requested by LPS, reference checks with corresponding notes.
11. Correspondence/Retention of Candidate between offer acceptance and start date.

I believe with my years of experience in the Recruitment field in corporate and non-profit, I can be a value-added partner on this critical search. My goal is also to save you time and help you identify appropriately screened and qualified candidates you would not be able to find utilizing traditional methods of recruitment and job posting. Lastly, as a member of the Lowell community, I am very excited about the potential to play a role in recruiting a professional who will play a vital role in the district but also in the lives of so many students.

Should you have any questions regarding my fee or the above scope of services, do not hesitate to let me know and I would be more than willing to discuss further.

Top Reasons to Work with Robert Half

Client Name: Lowell Public Schools

Fee: 20% of first year salary

Guarantee: 90-day prorated guarantee

Please see the attached fee agreement letter for detailed fee schedule and guarantee

Custom Matching:

We have over 70 years of experience in providing well matched candidates to fit the need of your unique workplace and culture. We pride ourselves on identifying a candidate with the skills that fit your requirements. We meet with you prior to be start of a search to gain insight into your hiring criteria and workplace culture. We combine our extensive network with a deep understanding of your organization and the candidates we work with allowing us to deliver a custom match.

Exceptional Candidate Network:

Our industry leadership and extensive referral network help us provide access to the deepest pool of candidates in the market. We attract candidates by direct recruiting through professionals we know, or extensive social media networks, premium advertising and online job postings. This approach gives us access to both active job seekers and passive candidates.

Proven Experience:

We make more than 140,000 placements annually. We personally interview and evaluate all candidates we place in order to match their skills and experience to your specifications.

Key Industry Relationships:

Our network is greatly enhanced by our key relationships with premier industry associations.

Our Services:

We understand hiring is not an easy process and that mistakes can be costly. Working with Robert Half can help you save the time and expenses and personal resources commonly associated with recruiting. Before you meet with our candidates, they will have been personally interviewed and evaluated by one of our recruiting managers.



February 1, 2019

Personal & Confidential
Karen Laganas
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Dear Karen,

Thank you for selecting Robert Half Finance & Accounting to meet your staffing needs. We look forward to working with you in your search for a Human Resource Director.

Based on our conversation, if Robert Half Finance & Accounting refers a successful candidate for the position (s) noted above, instead of the 35% fee set forth in the Fee Schedule & Guarantee, we agree to a fee of 20% Percentage of Candidate's Salary

For any candidate we refer for this position(s), this letter and all additional terms in the enclosed Fee Schedule & Guarantee will represent the terms of our agreement. In the event of any conflicting terms between this letter and the Fee Schedule & Guarantee, this letter will govern. This letter agreement is only applicable to, and the only Robert Half International Inc. division and branch obligated under this letter agreement is, the Robert Half Finance & Accounting division of the branch located at <INSERT BRANCH ADDRESS>. We will send you a letter of confirmation regarding this agreement when a candidate has been selected.

Robert Half Finance & Accounting specializes in the placement of highly skilled accounting and financial professionals on a full-time basis. We are a division of Robert Half International, the world's leader in specialized consulting and staffing services since 1948.

We appreciate your business and look forward to working with you to locate a candidate who will be a valuable addition to your company. In the meantime, please do not hesitate to contact me if you have questions or if I can be of additional service.

Sincerely,

Ann Marie MacEachern
Assistant Vice President

Agreed:

Printed Name of Client Representative

Title of Client Representative

Signature of Client Representative

Date

FEE SCHEDULE & GUARANTEE

Thank you for your confidence in *Robert Half Finance & Accounting!*

Our fees, payable by you, the employer, are contingent on the hiring of a candidate referred by one of our offices. The fees are thirty-five percent (35%) of the agreed annual starting salary.

All fees are earned at the time the candidate accepts the position and the fees will be invoiced no more than ten (10) calendar days before the scheduled starting day of employment. Invoices are payable fifteen (15) calendar days from the invoice date. Applicable sales and service taxes will be added to the above amounts.

We reserve the right to include as annual salary any expected bonus, commission or guaranteed increase in salary which is part of the initial employment offer.

ROBERT HALF FINANCE & ACCOUNTING GUARANTEE

If the full fee is paid within fifteen (15) calendar days from the invoice date, a ninety (90) calendar day pro rata guarantee will be in effect. Otherwise, a thirty (30) calendar day pro rata guarantee will be in effect. In either case, if the employee's employment terminates for any reason other than reorganization, elimination of position, takeover or material change in job responsibility within the applicable guarantee period, we will refund a pro rata portion of the full fee actually paid to us for such candidate or issue a pro rata credit for such amount in the event we provide a replacement. The refund or credit will be equal to 1/90th or 1/30th of the full fee actually paid to us for such candidate, as applicable, multiplied by the number of calendar days remaining in the guarantee period as of the last day of employment.

REFERRALS

The fee applies to candidates referred by us for a specified or an alternate position, and employed by you (or an affiliate or any other entity as a result of subsequent referrals by you), either as an employee, consultant or independent contractor, within twelve (12) months from the date of our last referral of a candidate. Please notify us immediately if you require Robert Half Finance & Accounting to perform background checks or other placement screenings of the final candidate selected for employment. We will conduct such checks or screenings only if they are described in a signed, written amendment to this Fee Schedule & Guarantee.

NO CONTRARY AGREEMENTS

This Fee Schedule & Guarantee and the attached cover letter contain the complete and final agreement on the topics discussed herein and supersede any prior agreements or understandings on these topics. If there is a conflict between this Fee Schedule & Guarantee and the attached cover letter, the attached cover letter will prevail over a conflicting term in this Fee Schedule & Guarantee. Our employees do not have the authority either to verbally modify this Fee Schedule & Guarantee or to assume additional responsibilities (except as set forth in the attached cover letter) other than those set forth in this Fee Schedule & Guarantee.

All referrals are made in confidence. Acceptance of our candidate referrals constitutes acceptance of the terms of this fee schedule.

Turner, Billie Jo

From: Laganas, Karen
Sent: Friday, January 18, 2019 2:58 PM
To: Turner, Billie Jo
Subject: FW: Need to hire new Director of HR

Yeaaaaaaa Our second quote!!! wohoooo

From: Jeff Willmott [<mailto:jwillmott@willmott.com>]
Sent: Friday, January 18, 2019 2:55 PM
To: Laganas, Karen
Subject: Need to hire new Director of HR

Hi Karen,
Thanks for reaching out via our website. Our fee is 25% of starting base salary. We specialize in HR and HR only – all HR disciplines – all levels – all industries.
Thanks,
Jeff

Jeff Willmott
VP, Business Development
WILLMOTT & Associates, Inc.
289 Great Road, Suite 103
Acton, MA 01720
Cell: 781.789.0399
jwillmott@willmott.com

<http://www.linkedin.com/in/jeffwillmott>



WILLMOTT
CONNECTING HR TALENT



WILLMOTT
CONSULTING
SERVICES



HR job postings [click here](#).

To receive real time text alerts of new

Turner, Billie Jo

From: Laganas, Karen
Sent: Friday, February 01, 2019 3:40 PM
To: Turner, Billie Jo
Subject: iHire

Is this the one?

From: Greg Wymer [<mailto:Greg.Wymer@ihire.com>]
Sent: Friday, January 18, 2019 2:39 PM
To: Laganas, Karen
Subject: iHire

Hello Karen,

Following is a summary of some pricing options along with a review on what you'll receive when you post with any of our 56 industry specific sites on iHire.com.

Please contact me directly to take advantage of the pricing below:

- 3 Job Slots
 - \$375 Per Month
 - \$359 Per Month (Quarterly Pricing)
 - \$299 Per Month (Annual Pricing)
- 5 Job Slots
 - \$495 Per Month
 - \$469 Per Month (Quarterly Pricing)
 - \$399 Per Month (Annual Pricing)

What you receive when you post with iHire

*We will immediately email all matching candidates based on title and location a copy of the job inviting them to apply.

* We refresh your ads every 15 days to make sure they remain at the top of the job board.

*We will list your job on our Job Search Page for candidates to find based on their search criteria.

*We will Down Post your jobs to additional job boards to bring you additional exposure at no extra charge to you.

*Screening questions are also available for your job ad to help you screen responses even more. We also have an iScore tool that will score resumes to your job ad to help you know which responses to review first.

*We also offer complimentary branding where you can upload your logo and have it appear on the job search results.

*You may also include a company video, company description and career link.

Resume search: You can find passive and active job seekers with just the right skill set and reach out to them directly. Narrow your search using a variety of simple filters and save, rate, and comment on resumes to identify top candidates.

- Resume Search \$450 each month

Best,

Greg Wymer
Account Manager | Employer Accounts
(877) 798-4854 x202
greg.wymer@iHire.com



[Schedule a call with me.](#)

DIRECTOR OF HUMAN RESOURCES

PROFESSIONAL QUALIFICATIONS:

1. Applicant must possess an advanced degree, Masters preferred, from an accredited college or university in business administration, or personnel management.
2. Applicant must possess administrative experience and the demonstrated ability to utilize human capital strategies to ensure highly qualified, experienced and diverse teachers and leaders in every school.
3. Experience working with the Massachusetts Department of Elementary and Secondary Education (DESE) as it pertains to licensure, highly qualified staff, and personnel regulations preferred.
4. Applicant must have strong organizational and consulting skills for communicating effectively with members of the internal and external school community, including those from varied cultural and linguistic backgrounds.
5. Applicant must have experience in recruitment and hiring.
6. Applicant must serve as a liaison between Human Resources and other departments.
7. Applicant must have the ability to speak and write with precision and accuracy in order to communicate effectively.
8. Applicant must have experience in data management and statistical analysis.
9. Applicant must have demonstrated ability to make decisions in a fast-paced environment.

REPORTS TO: Assistant Superintendent of Finance & Operations

EFFECTIVE DATE OF EMPLOYMENT: As soon as possible after posting period closes

TERMS OF EMPLOYMENT: 12-month position

SALARY: \$95,000 - \$115,000 Annually (Commensurate with Experience)

DUTIES AND RESPONSIBILITIES

- Oversight of the District's **recruiting, hiring and retention efforts** by partnering with school and district leaders to build capacity and increase diversity across the district.
- Aggressively **develop and implement a comprehensive, long range recruitment plan** to attract a more diverse candidate pool.
- Attend meetings as necessary (including School Committee, city or DESE related)
- Responsible for **reporting data pertaining to human capital** to various audiences including Assistant Superintendents, School Committees, DESE and staff.
- Work with other department heads to **develop workflow and processes** to ensure efficient and timely data and communications with both internal and external groups.
- Improve current **Human Resource Information Systems** to better coordinate and consolidate between database systems.
- Formalize **onboarding, off boarding and succession** planning policies.

- **Provide training on human resources topics and regulation updates** to HR staff, department heads and building leaders across the district including annual compliance training for anti-harassment, ethics compliance, performance management, etc..
- Develop **evaluation tools and policies** for all employees with emphasis on those that currently not in place.
- Serve as a liaison between internal and external groups including unions.
- Assists in **state and federal audits** pertaining to personnel.
- Oversight and mastery of all district staff changes ranging from hiring, leaves of absence, termination, non-renewal, resignation, FMLAs etc...
- Coordinates and reconciles staff change data with the payroll department;
- Assist in Collective Bargaining, investigations and other high level HR functions.
- Participate and coordinate staff roster verification with school leaders and Assistant.
- Coordinate and develop staff activities and professional development on employment law topics including orientation sessions, institute workshops, etc.
- Monitors and reviews current personnel policies, job classifications, salary structures
- Develops and maintains yearly seniority lists and temporary staff lists.
- Responsible for extensive participation in labor relations including maintaining dialogue with collective bargaining units, grievances, arbitration, negotiations and communications between the District and the collective bargaining units.
- Oversight of DESE licensure requirements to ensure highly qualified status of staff.
- Ensure compliance guidance with FMLA, Small Necessities Leave Act, ADA, EEO, FLSA and MGL. Remains current with upcoming legislative changes.
- Oversight of HR functions including unemployment hearings, civil rights compliance, CORIs, worker's compensation claims, etc.

This list is not all inclusive. Duties will include projects assigned by the Superintendent, Assistant Superintendent of Finance

Roadmap to Retirement

→ Starting off:

- Retiree should notify MTRS of their intention to retire in order to estimate their benefit, discuss buyback opportunity, eligible years of service and any other pertinent information available. MTRS can be reached at (617) 679-6877
- Retiree should notify Billie Jo (bturner@lowell.k12.ma.us) and their Principal via email of their intention to retire at least one year prior to the anticipated retirement date and submit the official letter as soon as possible
- Retiree will need to contact Mary Callery at City Hall to set up a meeting. Mary can be reached at (978) 674-4105

→ Retirement Application

- Retiree needs to print out the application which can be found at: <https://mtrs.state.ma.us/retire/>
- Part One (pages 1 – 10) along with Section 1 in Part Two must be completed by the Retiree.
- Before you submit Part Two of the application to HR please fill in the Service Verification Questionnaire – this will assist the payroll department in accurately figuring out your service and compensation.
- Submit Part Two of the application to HR for completion of Sections 2 – 6 along with the Service Verification Questionnaire.
- The entire application must be completed and submitted to MTRS by the Retiree 6 months prior to the retirement date.

→ Application Submission

- Retiree is responsible for submitting the original “wet signature” application to MTRS along with the required attachments (ie: Employment Contract, etc.). The original application must be submitted 6 months prior to the retirement date.
- Within 3 to 4 months the Retiree will received the NERB (Notice of Estimated Retirement Benefit)

→ Helpful Hints

- Initial contact along with questions and comments within the LPS system **always** needs to be done via email in order to create a paper trail, phone calls will not suffice. Email the Retirement Team at retirementmail@lowell.k12.ma.us to ensure delivery

Service Verification Questionnaire

1. Please list the years of service you've had within any school district or private school:

From: To: School District:

2. Please list any authorized leave of absence when no compensation or partial compensation was received:

From: To: % of full compensation:

3. Please provide a breakdown, by school year, of any additional duties for which you received extra compensation ie: coaching, extracurricular activities, etc.:

From: To: Title (ie: Coach, Site Supervisor, Tutor, etc.):

4. Have you ever received payments from Workers' Compensation?

Retirement Checklist:

Retiree Name: _____

Employee ID: _____

- Retiree contacted MTRS
- Official letter of intent has been received
- Retiree has contacted City Hall and set up a meeting
- Completed Service Verification Questionnaire
Date Completed:
- Completed Part 1 of the Retirement Application
Date Completed:
- Submitted Part 2 of the Retirement Application to Central for our completion
Date Received:

Date Completed:
- Entire application has been submitted to MTRS
Date:

Notes: